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PURPOSE

This policy provides for clarification and direction on any Department of Licensing and Regulatory Affairs (LARA) office closure. Office Services is the contact point for general emergency conditions related to the closing of state offices occupied by LARA workforce due to weather or other conditions that are of life threatening nature.

DEFINITIONS

Facility/Work site - Any office, building or work area used by Department of Licensing and Regulatory Affairs (LARA) employees. The definition does not include home work sites.

Emergency Conditions- Conditions that may exist and could result in a possible hazard to an employee's safety. This includes such things as severe weather, civil disturbances, bomb threats or loss of utilities. Bomb threats require immediate action, but normally do not require permanently closing offices.

Authorization: Closing of state facilities has been delegated to the Director of the Department of Technology, Management and Budget. This authorization is based on Administrative Circular No. 26, dated February, 1993 and State Administrative Guide, Procedure 0240.01.

LARA- The Director of Office Services or designee is the department contact for office closing issues. The Office Services telephone number is **517.373.1860**. If the Director of Office Services cannot be contacted, Office Services staff will collect the required information and contact the next designee. The Director of Finance and Administrative Services is designated the second authorized contact and the Director of Human Resources is the third authorized contact.

POLICY

Administrative Leave - When a state owned or leased work site is closed by delegated authority, administrative leave may be granted to those employees directly affected by the closing. Employees on previously scheduled annual or sick leave are not eligible for administrative leave. Employees who requested annual leave due to conditions,

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which resulted in the closing of the office, are eligible for administrative leave from the time of closure.

Collocations/Leased Offices – Where state offices collocate/lease space in non-state owned building, closure of the non-state office due to weather conditions does not excuse the need for state employees to report to, or remain at, work. If a hazardous condition exists, this policy and procedure must be followed to determine if there is any impact on state employees that work in the building.

Redeployment of Staff - Redeployment of staff may occur at the discretion of management in accordance with applicable collective bargaining agreement provisions.

PROCEDURES

The following procedure describes the process for reporting building incidents or requesting for offices to be closed.

Building Closure Request Form, DTMB-2114:

http://www.michigan.gov/documents/dmb/0240.07_344324_7.pdf

This form is required to assist the DTMB in determining if office closings are warranted.

Responsibility	Action
Local Office Manager or Director	<ol style="list-style-type: none"> Determine that emergency situation exists and notify Bureau Liaison. <ul style="list-style-type: none"> Complete Building Closure Request Form, DTMB 2114, as thoroughly as possible. FAX or E-mail information to Bureau Liaison. FAX 517-373-7798 or email to Office Services Representative.

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Bureau Liaison	<ol style="list-style-type: none"> 2. Receive notice from local office or determine an emergency situation exists. <ul style="list-style-type: none"> • Obtain the information necessary to make a determination, see Building Closure Request Form, DTMB 2114. (link above) • Local offices may initiate the form and fax to the bureau or the bureau may complete the form. 3. E-mail or FAX completed Building Closure Request Form, DTMB 2114, to Office Services at 517.373.7798 <ul style="list-style-type: none"> • Follow-up fax with phone call to verify information to Office Services at 517.373.1860. • <i>Bureaus are <u>not</u> authorized to contact DTMB directly for request.</i>
Office Services Director or Alternate	<ol style="list-style-type: none"> 4a. Receive notice from DTMB Facilities Management that closing of state facilities is authorized. In this case there was no previous department contact. Go to step 8a. 4b. Receive Building Closure Request Form, DTMB 2114, and phone call from bureau liaisons of emergency conditions. Verify that all the items listed on the Building Closure Request Form have been answered <ul style="list-style-type: none"> • May require follow-up calls directly with the affected facility. • May require follow-up with other bureaus in the vicinity.

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Office Services Director or Alternate	<p>5a. Business Hours - Contact Office Services representative at 517.373.1860 and provide required information.</p> <p>5b. After Hours – Contact DTMB Central Control Operator at 517.373.0196 and leave telephone number that can be called back in 15 minutes or when an appropriate person is available to call back.</p>
DTMB Facilities Management	<p>6. Receive notice of an emergency situation and process internally following established procedures.</p> <p>7. Make determination and notify LARA Office Services of :</p> <ul style="list-style-type: none"> • Closings which are authorized and scope of area covered. • Closings which are not authorized and other courses of recommended action based on the relative conditions.
Office Services Director or Alternate	<p>8a. Closing Authorized - Receive notification from DTMB Facilities Management of authorized closings and notify department contacts of the determination.</p> <p>Notification includes:</p> <ul style="list-style-type: none"> • Director and deputy directors • Emergency designees- Director of Finance and Administrative Services and Director of Human Resources. • LARA Emergency Management Coordinator
Office Services Director	<ul style="list-style-type: none"> • Affected bureau directors.

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or Alternate	<ul style="list-style-type: none"> Affected liaisons and local offices. Local offices may be contacted by the bureau liaisons. <p>8b. Closing Denied - Receive notice that facilities are not authorized to close and any alternative options. Notify appropriate individuals as listed above.</p>
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